

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. 2169
RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 2
Agency Division/Unit Maryland Department of the Environment - Office of the Secretary, Executive Direction This schedule shall supersede Schedule No. 1480		
Item No.	Description	Retention
1.	Reference Files: In these files, correspondence, memos, reports, tracking sheets and meeting information used by the executive staff for reference and have no historical value. Includes paper and electronic.	Retain for three (3) years, then destroy.
2.	General Office Files: These files include copies of employee timesheets, expense accounts, requisitions, financial disclosures, Performance evaluations, and invoices. Includes paper and electronic	Retain three years (3), then destroy.
3.	Governor's Correspondence: These files include copies of correspondence signed by the Governor and copies of correspondence to the Governor. Governor's office also has copy of same letters and keeps permanently. Includes paper and electronic.	Retain for five (5) years, then destroy.
4.	Correspondence From Governor: These files include correspondence or notes from the Governor to the Secretary of MDE. Includes paper and electronic.	Retain for five (5) years at MDE, then destroy.
Schedule Approved by Department, Agency, or Division Representative Date: <u>10/15/01</u> Signature: <u>Cathy Wagner</u> Typed Name <u>Cathy Wagner</u> Title <u>Director of Operations</u>		Schedule Authorized by State Archivist Date <u>NOV 06 2001</u> Signature: <u>Edward C. Papenfuss</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. 2169
RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Page 2 of 2
Agency _____ Division/Unit _____		
Item No.	Description	Retention
5.	Secretary, Deputy Secretary & Director of Operation Correspondence: These files include copies of correspondence signed by the above employees, general transfer of information to constituents, citizens, special interest groups, businesses, industries, or government agencies relative to Departmental, environmental or administrative programs. Includes paper and electronic.	Retain at MDE for five (5) years, then destroy.
6.	Policy and Organizational Planning: These files include correspondence on MDE policies, reorganizations within MDE, MDE Relocation or Executive Branch policies pertaining to MDE. Includes paper and electronic.	Retain for five (5) years at MDE, then destroy.
7.	Legal, and Binding Agreement Documents: These files include Memorandum of Understandings, legal contracts, and Final Decision Maker Assignments. Includes paper and electronic.	Retain at MDE for five (5) years beyond end date of agreement then destroy.
8.	Governor's or Secretary's Taskforce, Committees or Commissions reports on an identified area of interest or created by law. Includes paper and electronic.	Retain for five (5) years at MDE and upon completion of the report immediately send to State Archive for permanent retention.
Schedule Approved by Department, Agency, or Division Representative Date: _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date <u>NOV 06 2001</u> Signature <u>Edward C. [Signature]</u>